

POSITION GUIDE  
NONAPPROPRIATED FUNDS

JOB NUMBER  
FLSA: NON-EXEMPT

TITLE: Executive Housekeeper

PAY PLAN/SERIES/LEVEL - NF-1601-3

MAJOR DUTY DESCRIPTION:

Serves as Executive Housekeeper at a lodging property having at least 100 rooms. Plans, develops, and implements procedures, policies and programs to ensure timely, consistent, and effective management of housekeeping and laundry services, accuracy of accounting and inventory records, efficient personnel utilization and training, security of property and equipment, and compliance with safety and sanitation requirements. Sets quality standards consistent with the requirements of the Army Lodging Standards for Service, Operations and Facilities to ensure clean, orderly, and attractive appearance of all guestrooms, public areas, and back of the house areas of the hotel. Responsible for the effective management and supervision of employees to include preparation of staff schedules, development and utilization of appropriate training and incentive programs. Responsible for development and execution of department budget. Maintains daily communications with other departments. Deals effectively and objectively with subordinates, supervisory and management personnel, guests, union officials, contractors, and other outside contacts.

Supervises assigned staff.

QUALIFICATION REQUIREMENTS

Two years of work experience performing duties that indicate the ability to satisfactorily perform the above. This type of experience may be gained performing duties in the related functional field of hotel management such as those involving prior work experience as an assistant executive housekeeper or housekeeping supervisor.

Desired are those candidates who also possess a two-year hospitality related associates degree or possession of a CHHE (Certified Hospitality Housekeeping Executive) and one year of related work experience may be substituted.

CONDITIONS OF EMPLOYMENT:

Completion of a satisfactory National Agency Check.  
A National Agency Check is required.